

Note for The Record

Subject: Irregular Work Schedules

Mr. Wattles and Mr. Fisher met  
with Colonel White today on this  
subject.

It will be an item for a future  
Deputies' Meeting.

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# OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Assistant Deputy Director for Support 7D18 HQS		
2			
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
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## Remarks:

Our paper on non-standard workweek applies only to 24-hour operations.

I believe after some experience with these work schedules--if approved--we will inevitably be asked to consider situations such as DDI analysts--where additional coverage may be desired--although not for a full 24 hours.

I believe the answer to MAG's 18 November memo should indicate that after trial period in 24-hour activities other possible applications will be considered by the Office of Personnel.

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

Director of Personnel 5E56 HQS

DEC 1971

TRANSMITTAL SLIP

DATE

TO:

Director of Personnel

ROOM NO.

5E56

BUILDING

Hqs

REMARKS:

STAT For your information.

[Redacted]

Mr Fisher

STAT

FROM:

ADD/S

ROOM NO.

BUILDING

EXTENSION

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Approved For Release 2003/04/29 : CIA-RDP84-00780R004000040001-5

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MEMORANDUM FOR: Colonel White

I certainly agree that this is a matter for the Director of Personnel to handle. In fact, he is just completing a comprehensive study of this complex problem. His recommendations will propose changes in Agency regulations that will permit the accommodation of most irregular work schedules. The study will be forwarded in a very few days -- probably with the suggestion it be a Deputies' Meeting item.

*Is/Bob*

Robert S. Wattles

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

EO-DD/S:LDP:es (30 Nov 71)

Rewritten - ADD/S:RSW/ms (1 Dec 71)

Distribution:

Orig Blue Note - Ex. Dir.-Compt., w/O of Att (DD/S 71-4600)

- 1 - DD/S Chrono
- 1 - D/Pers, w/cy of Att ✓
- 1 - DD/S Subject, w/cy of Att
- 1 - RSW Chrono, w/o Att

DD/S 71-4600: Memo dtd 18 Nov 71 for Ex. Dir.-Compt. fr Management Advisory Group, subj: Non-traditional Work Schedules; w/covering Official Routing Slip to DD/S and D/Pers fr Ex. Dir.-Compt. dtd 29 Nov 71.

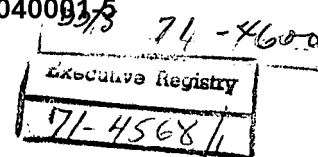
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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support		
2			
3	Director of Personnel		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  <p>I doubt that we need a special inter-directorate working group to investigate and report on non-traditional work schedules. Nevertheless, I do feel we should keep abreast of new developments in this area and would guess that the Director of Personnel could handle this in personnel channels. <u>What do you think?</u></p> <div style="border: 1px solid black; width: 150px; height: 40px; margin-left: 400px;"></div> <p style="text-align: right;">LKW</p>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director-Comptroller			29 NOV 1971
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FORM NO. 237 Use previous editions

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18 November 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Non-traditional Work Schedules

1. MAG's earlier memorandum on the possibility of a 3-day work week in Headquarters computer centers seems to have stimulated interest and apparently serious consideration in OCS. We are not convinced, however, that this is the only Agency component in which a departure from the traditional 5-day, 40-hour week might increase efficiency and morale.

2. On the basis of our very preliminary investigations -- consisting largely of discussions with OP -- it appears that some components have already adopted non-traditional work schedules, although in most cases the departure from the norm is not reflected in their T&A reporting. Moreover, the existence of instantaneous world-wide communications and the growing importance of the computer increasingly call into question the prudence of continued adherence to the traditional work week. For example, the computer is becoming an indispensable tool for many components of the DDI. Does it make sense for all DDI analysts using the expensive time-sharing system to work from 8 to 4:30 Monday through Friday when the system is seriously overloaded and not at other times when it is relatively unused?

3. In view of these considerations, MAG recommends that top management be informed of and kept current on the advantages of and problems related to non-traditional work scheduling as well as the adoption of such scheduling in the government and private industry. MAG suggests the establishment of an Inter-directorate working group to investigate these issues and advise on the applicability of non-traditional work schedules for various Agency Components.

Management Advisory Group

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GROUP 1  
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